

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

STATINTL DC/BSD

EXTENSION

NO.

63084

DATE

4 SEP 1980

TO: (Officer designation, room number, and building)

DATE

RECEIVED FORWARDER

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

STATINTL

1.	DC/BSD	9/5	JK
2.	DD/PersPPM/SP	9/5/80	JK
3.	EA/PersPPM	18 SEP 1980	JK
4.	DD/PersPPM		JK
5.			
6.			
7.			
8.			
9.	DC/BSD	9/8/80	Gret
10.			
11.			
12.			
13.			
14.			
15.			

ATTACHED, FYI, IS BOOKLET
PUT TOGETHER BY [REDACTED]
FOR DISTRIBUTION [REDACTED]
TO TEA COORDINATORS IN
OTHER AGENCY BUILDINGS.

Gerry

Looks good

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EAA REPRESENTATIVES

Most of the work done by EAA Representatives involve some type of voucher. The vouchers almost always have at least three copies, and although they are NCR (no carbon required), you have to use sufficient pressure to make the last copy legible, and you have to use a ball point pen.

You will be required to sell EAA Memberships, three types:

Annual \$3.00
Patron \$12.00 for 5 years
Sponsor \$25.00 for your tenure with CIA

Register members in EAA classes and activities.

Reserve tickets (through vouchers) to:

Arena/Kreeger Complex
Capital Centre
Ford's Theater
Kennedy Center
 Concert Hall
 Eisenhower Theater
 Opera House
 Terrace Theater
Wolf Trap (Seasonal)

Sell actual (discounted) tickets to theme parks

Busch Gardens
King's Dominion

Make reservations to Dinner Theaters

Burn Brae	Burtonsville, Md.
Harlequin	Rockville, Md.
Hayloft	Manassas, Va.
Lazy Susan	Woodbridge, Va.
Toby's	Columbia, Md.

The following phone numbers will help to make your job easier:

7373 EAA Main Office (Tickets, Clubs)
6080 " (Activities, Sports, Class)
6610 " (Emergency Number)
4180 EAA Store
5676 Fitness Room

NAME (Last, First, Middle)		RAILROAD NO.	<input checked="" type="checkbox"/> Renewal <input type="checkbox"/> New	Annual \$3. 1 year Patron \$12. 5 years Sponsor \$25. Life	CLASSIFY AS APPROPRIATE
STATINTL	93	EXTENSION	AB-123		
STATINTL	HQ	7373	DIRECTORATE	DDA	DO YOU HAVE COVER STATUS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
THE ACTIVITY THAT MOST INTERESTED ME IN JOINING EAA WAS: <input type="checkbox"/> STORE <input type="checkbox"/> TICKETS <input type="checkbox"/> SPORTS <input type="checkbox"/> CLUBS <input type="checkbox"/> INSTRUCTION <input type="checkbox"/> SP. EVENTS					
APPLI				DATE	8/1/80
FOR COVER STAFF USE ONLY					
ARD NO.	6316	INITIALS	AS		
CARRIER NO.		DATE	8/1/80		
MAKE CHECKS PAYABLE TO AMERICAN SECURITY AND TRUST COMPANY					

THIS EMPLOYEE CAN PARTICIPATE IN:

UNLIMITED ACTIVITIES.
 ACTIVITIES NOT OPENLY IDENTIFIED AS AGENCY
AS WELL AS IN-HOUSE.
 NOT ELIGIBLE.

MEMBERSHIP APPLICATION
EMPLOYEE ACTIVITY ASSOCIATIONFORM 3158 USE PREVIOUS
4-79 EDITIONS

CLASSIFY AS APPROPRIATE

(4)

 DCL RVW DRV BY

① Account No A-6316

EMPLOYEE ACT.
ASSOCIATION, INC.

EXPIRATION DATE 8/31/81
1 yr from end of month

② Account No P-6315

EMPLOYEE ACT.
ASSOCIATION, INC.

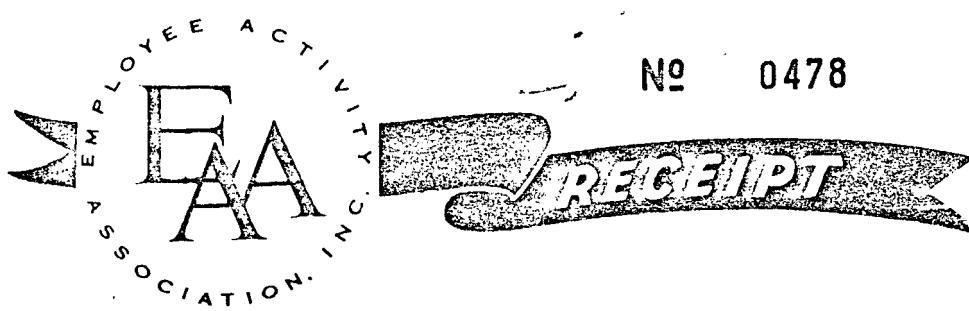
EXPIRATION DATE 8/31/85
5 yrs from end of month

MEMBER IN GOOD STANDING

UNTIL 8/31/81 for Annual
8/31/85 for Patron

Account No ③ 5689

768



No 0478

NAME ^① John PHONE ^② 351-6610
 EVENT ^③ "Plenty" DATE ^④ April 4th
 EVENT PLACE ^⑤ Arena TIME ^⑥ 8p.m.
 SECTION ^⑦ East ROW ^⑧ B SEAT(S) ^⑨ 101 & 102

⑩ Quantity	⑪ Price	⑫ Total
⑩ 2	⑪ 10.50/10.00	⑫ 20.00
	10c.	⑬ .30
⑭ Date of Purchase	⑮ 3/20/80	⑯ Grand Total ⑯ 20.30
⑯ By	⑯ DW.	⑯ Cash <input type="checkbox"/> Check <input checked="" type="checkbox"/>

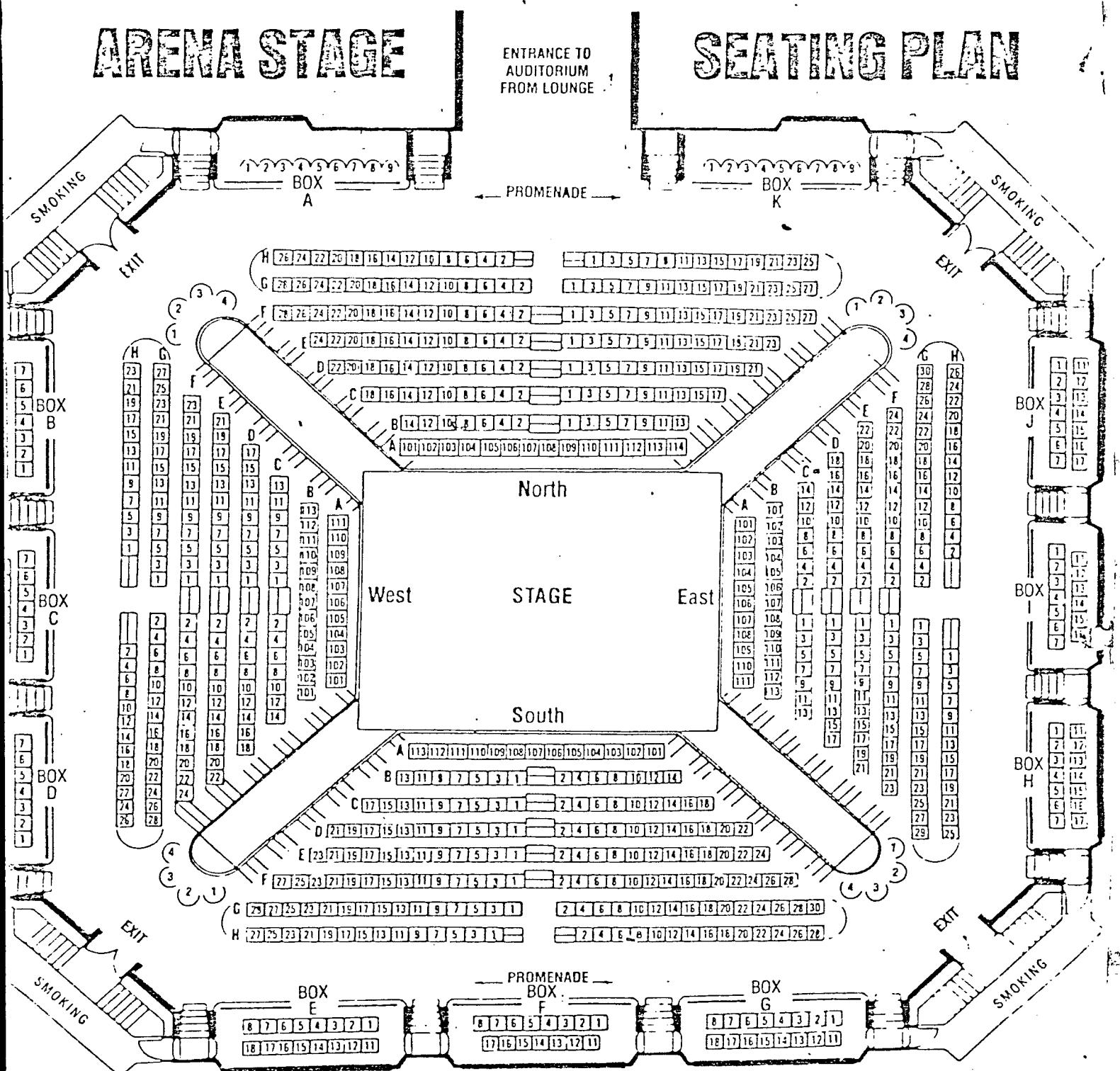
SORRY, NO REFUNDS OR EXCHANGES ON TICKET SALES

SAMPLE 4 Arena/Kreeger Complex (Arena Stage and Kreeger Theater)

- ② EAA's main office phone number.
- ④ Date of the event.
- ⑤ May be Arena Stage or Kreeger Theater.
- ⑪ Regular price/Discount price. ⑪
- ⑯ ⑯ ⑯ ⑯ Standard.

ARENA STAGE

SEATING PLAN



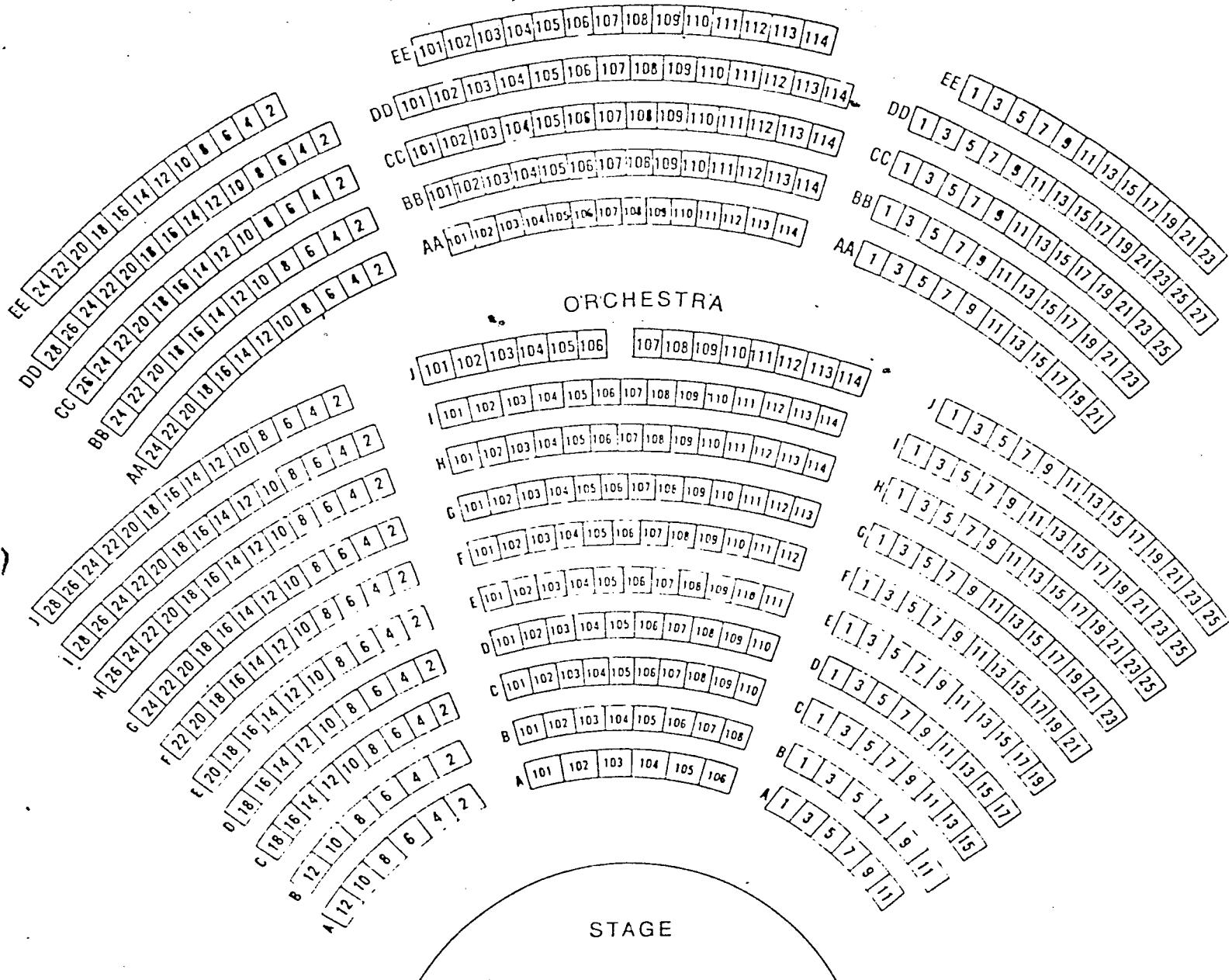
RICES

ROWS A-H BOXES

Approved for Release
30 April 554-7870
20 April 554-9066
REFUGEE FILE

KREUZIGER THEATER SETTING PLAN

BALCONY



C. H. & M. Ste. S. W.
PRICES

ORCHESTRA AND BALCONY
BALCONY ROWS A-B ROWS C-E

5% PRICE REDUCTIONS - 1979-80

	<u>Regular</u>	<u>5%</u>
Tues., Wed., Thurs., Sun. Eve.-	\$9.50(A) \$7.00(B)	\$9.10 \$6.65
Fri., Sat. Eve.-	\$10.50(A) \$8.00(B)	\$10.00 \$7.60
Sat., Sun. Matinee-	\$8.50(A) \$6.00(B)	\$8.10 \$5.70

1979-80 TICKET PRICES - ARENA STAGE

Tues., Wed., Thurs., Sun. Eve.-	\$9.50(A)	\$7.00(B)
Fri., Sat. Eve.-	\$10.50(A)	\$8.00(B)
Sat., Sun. Matinee-	\$8.50(A)	\$6.00(B)

Mummenschanz -
Fri - Sat 12⁰⁰ 11⁴⁰

VOUCHER

PERFORMANCE, INC.

VOUCHER



WASH BELTWAY (495)
EXITS 32E or 33E
350-3900

*THIS IS NOT A TICKET - DO NOT ADMIT

② 21797

STORE NAME ① CIA
DATE ② 7/30/80 EMPLOYEE ③ Phil
PATRON'S NAME ④ John PHONE ⑤ 351-6610

ATTRACTION ⑥ The Nasty Bunch DATE ⑦ 8/7/80 TIME ⑧ 8:00 pm

ADULT: ⑨ 4 SEATS @ \$ 9.90 EACH = \$ 39.60

CHILD: ⑩ SEATS @ \$ _____ EACH = \$ _____

DISCOUNT (IF ANY) ⑪ = \$ _____

(60¢ per ticket) SERVICE CHARGE = \$ ⑫ 2.40

TOTAL = \$ ⑬ 42.00

LOCATIONS <u>⑭</u>
SECT _____
ROW _____
SEAT _____
CODE _____

NOTICE:

*This voucher will only be released to the patron whose name appears on this voucher. Positive identification will be required. No tickets will be issued without this voucher.

This voucher may be redeemed for tickets at the "Voucher Window" in the Main Box Office of the Capital Centre. No Vouchers may be redeemed by mail.

Voucher orders may be redeemed anytime prior to the performance. Due to the large number of patrons, we strongly urge you to pick up your voucher prior to performance date, if possible. (Allow 24 hours for processing.)

Capital Centre assumes no responsibility if this voucher is lost, stolen, mislaid or destroyed.

In the event of a cancelled performance, voucher must be mailed for refund to: Capital Centre, Attention Refund, Landover, Md. 20786.

NOTICE TO PATRONS: PLEASE CHECK THIS VOUCHER
NO REFUNDS - NO EXCHANGES

CUSTOMER COPY

CAPITAL CENTRE VOUCHERS

VOUCHERS are purchased at EAA and presented at the will-call window at Capital Centre for the tickets.

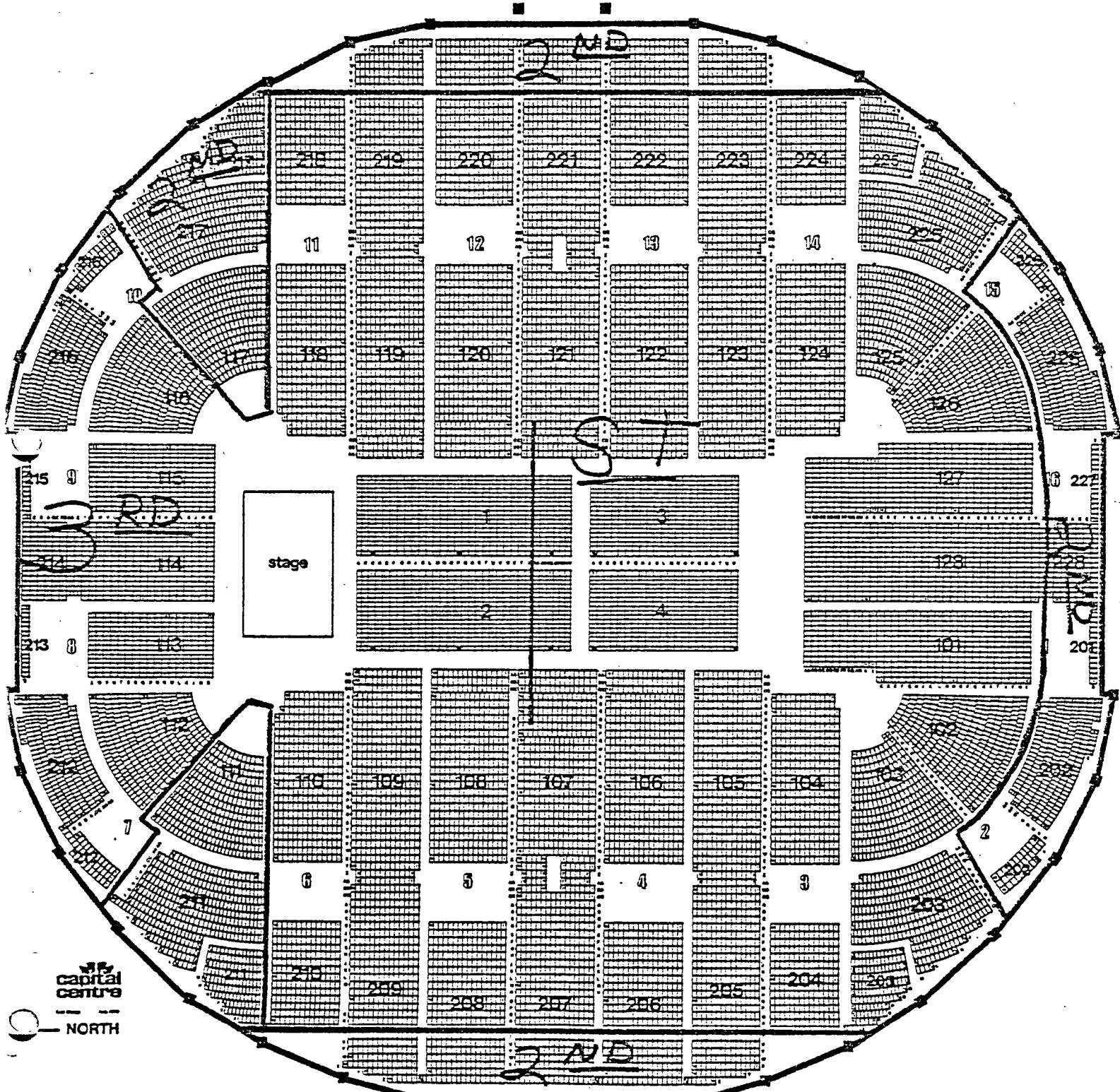
- ① The STORE name is CIA, this is the only account where we are known as CIA instead of EAA.
- ② This is the date the tickets are sold.
- ③ EMPLOYEE is the EAA representative.
- ④ The PATRON is the first name of the person who is to pick up the tickets at Capital Centre, not necessarily the purchaser of the tickets. Always make the distinction between the patron and the purchaser because EAA members buy rock concert tickets for their children, and this precaution prevents Mrs. Mary Day from buying tickets for her son David. This combination causes most of the problems, Mary on the voucher and David at the window may require identification and other trouble.
- ⑤ This PHONE number is always 351-6610, this enables Capital Centre to contact EAA at our main office if there are to be changes in anything.
- ⑥⑦⑧ Name, date and time of attraction.
- ⑨⑩ Number of adult and/or children tickets, the price of each, and the extension or number times each price.
- ⑪ Deduct discount if applicable.
- ⑫ Service charge is multiplied by the total number of tickets, it is still 60¢, even on discounted tickets.
- ⑬ The complete total.
- ⑭ Section, row, seat, and operative code for the transaction.

OPERATING PROCEDURE

- * Complete numbers 1 through 8 on the voucher.
- * Call 350-0303 and tell them that you are (EAA Representative) with a voucher.
- * I want 4 \$9.90 tickets to the Nasty Bunch, on August 7 at *8:00.
- ** The operative will say, "We have 4 seats in Section 107, Seats B 13, 14, 15, 16."
- * You show these seats to the customer, on the chart, and if they don't want them, you may ask for something higher, lower, etc. When the customer accepts give the operative the ⑬ voucher number and ⑭ patron's name... add the purchaser's name and phone number on the "Store copy" of the voucher.

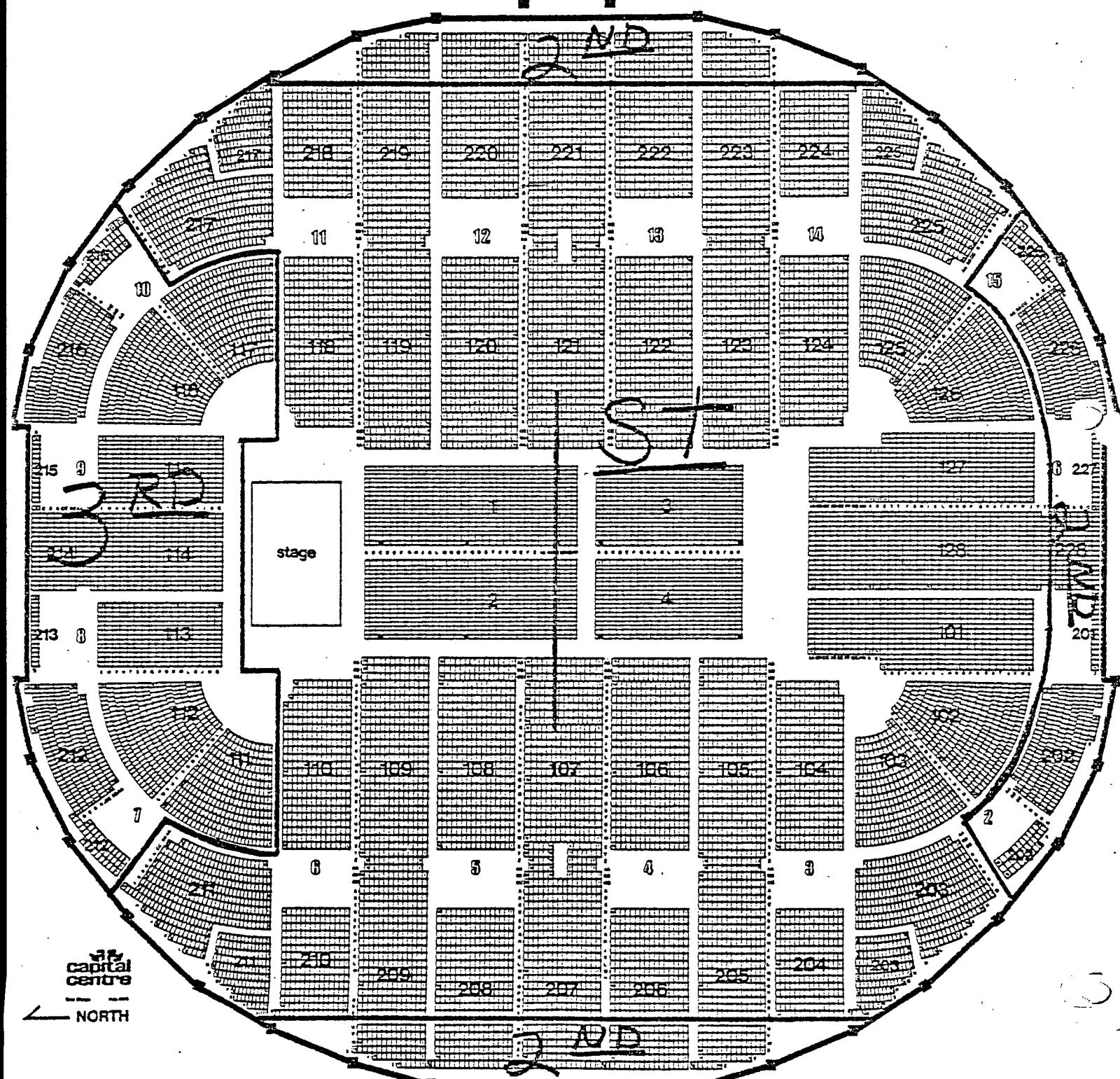
capital centre

CONCERT
CONFIG. #3

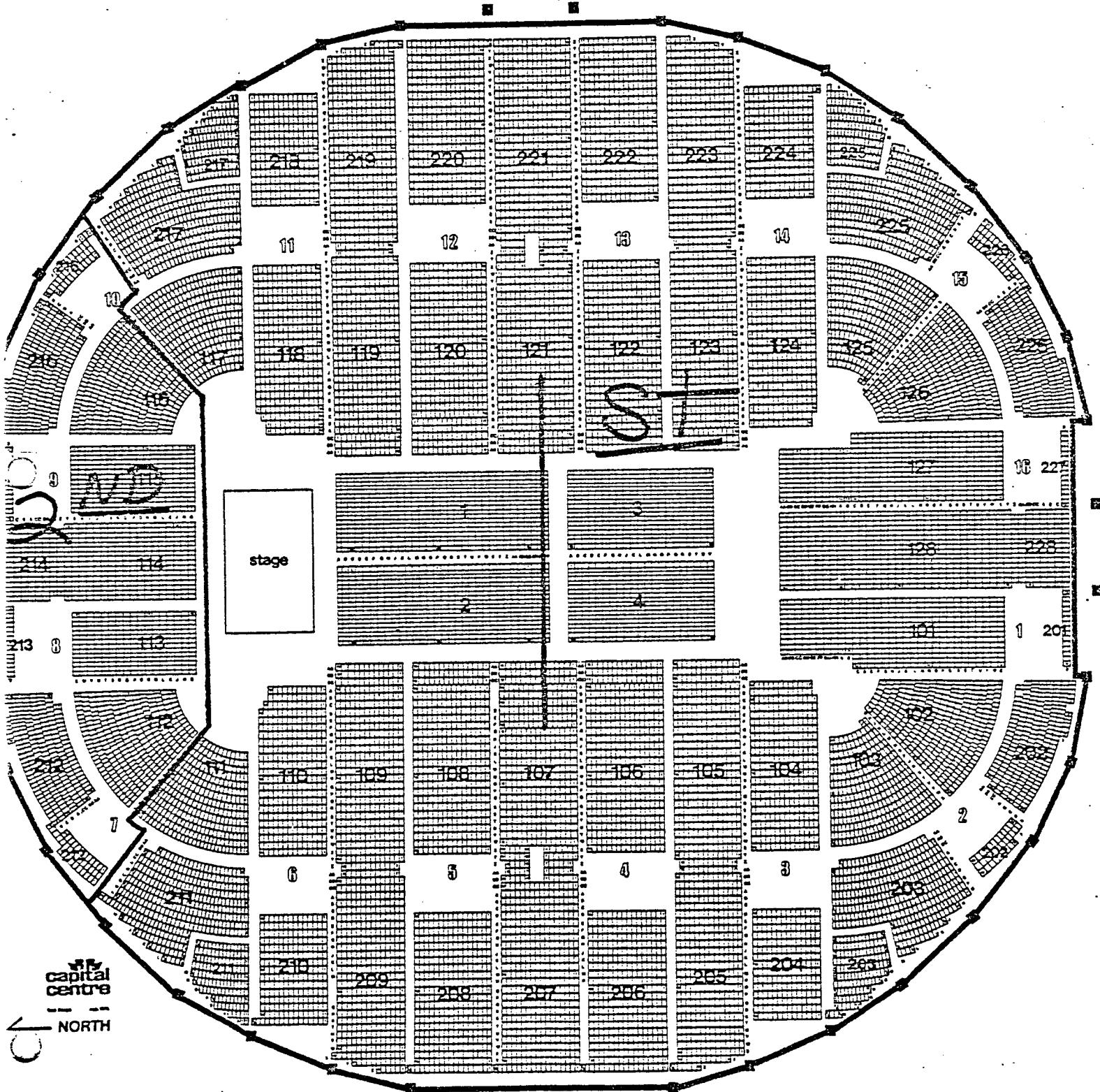


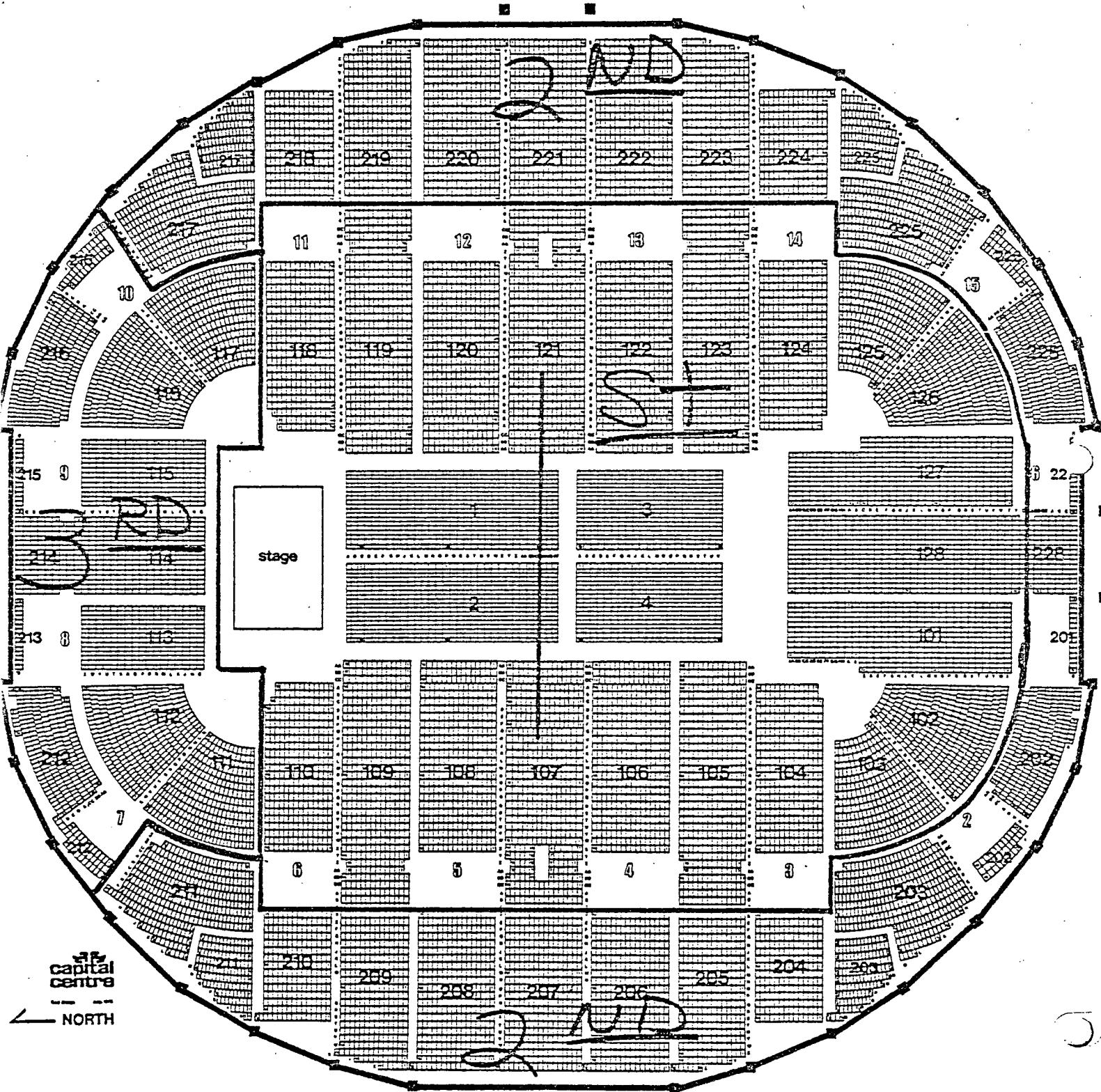
capital centre

CONCERT
CONFIG. #7



capital centre

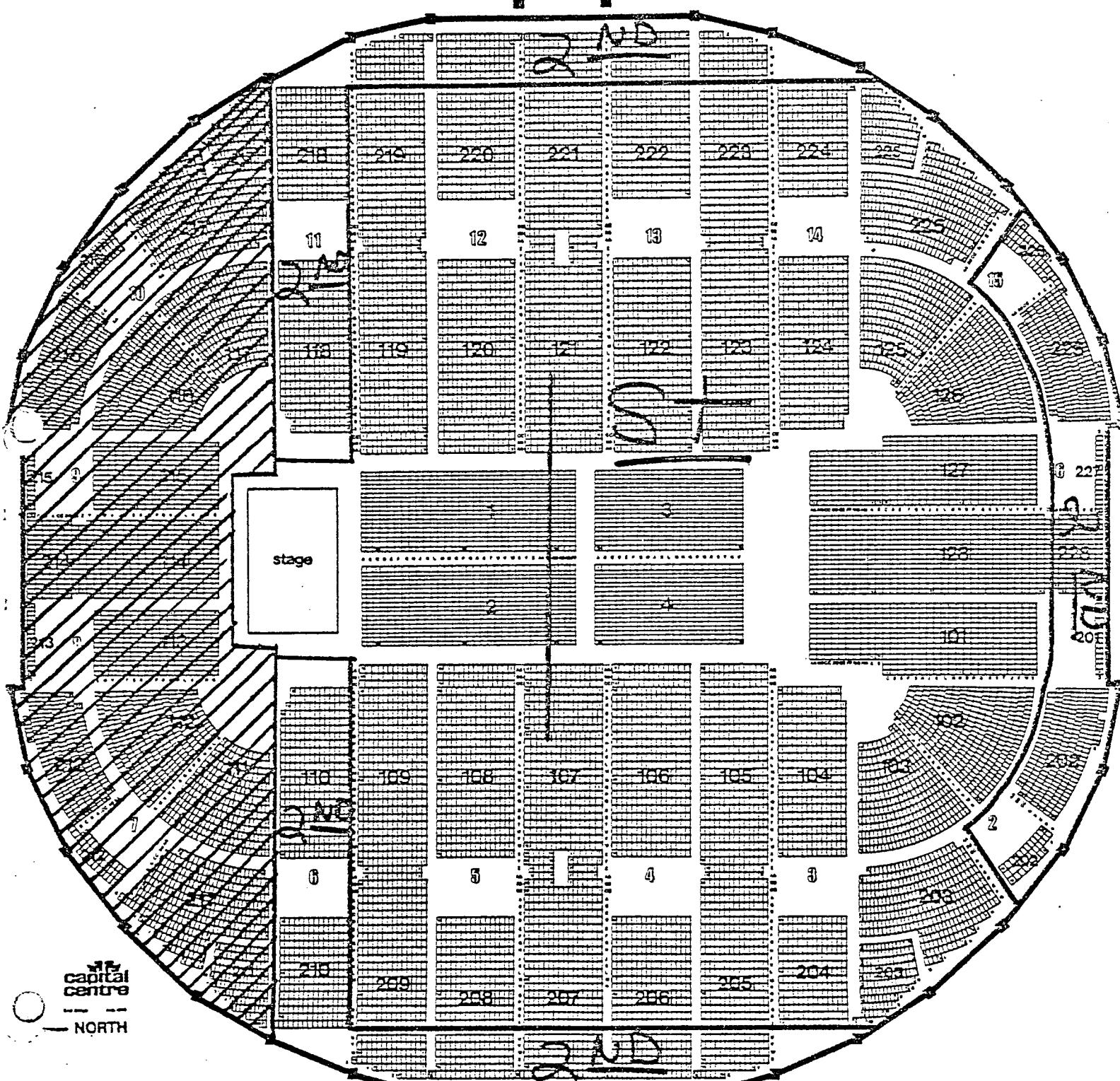


capital
centre

CONCERT

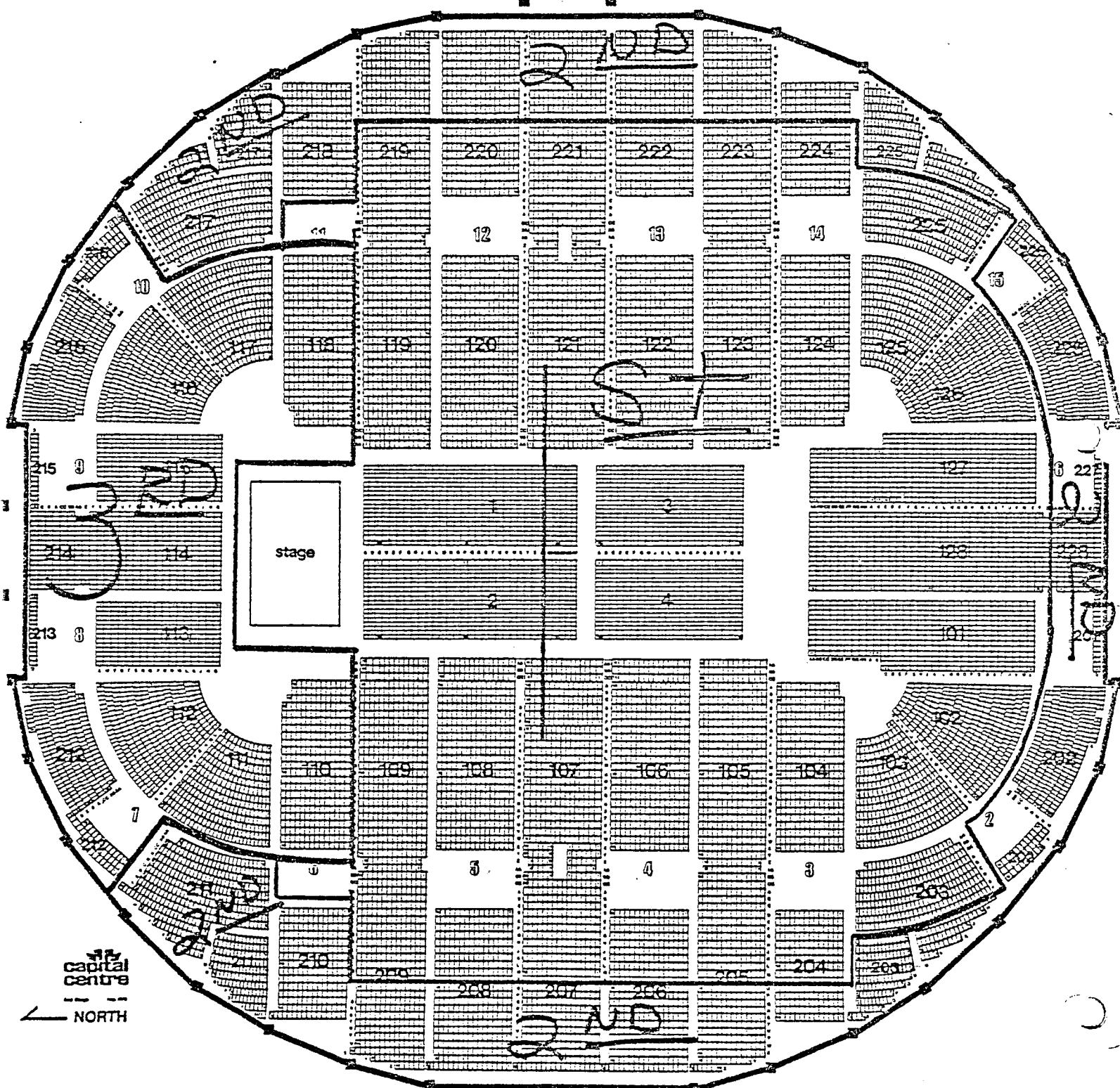
CONFIG. #13

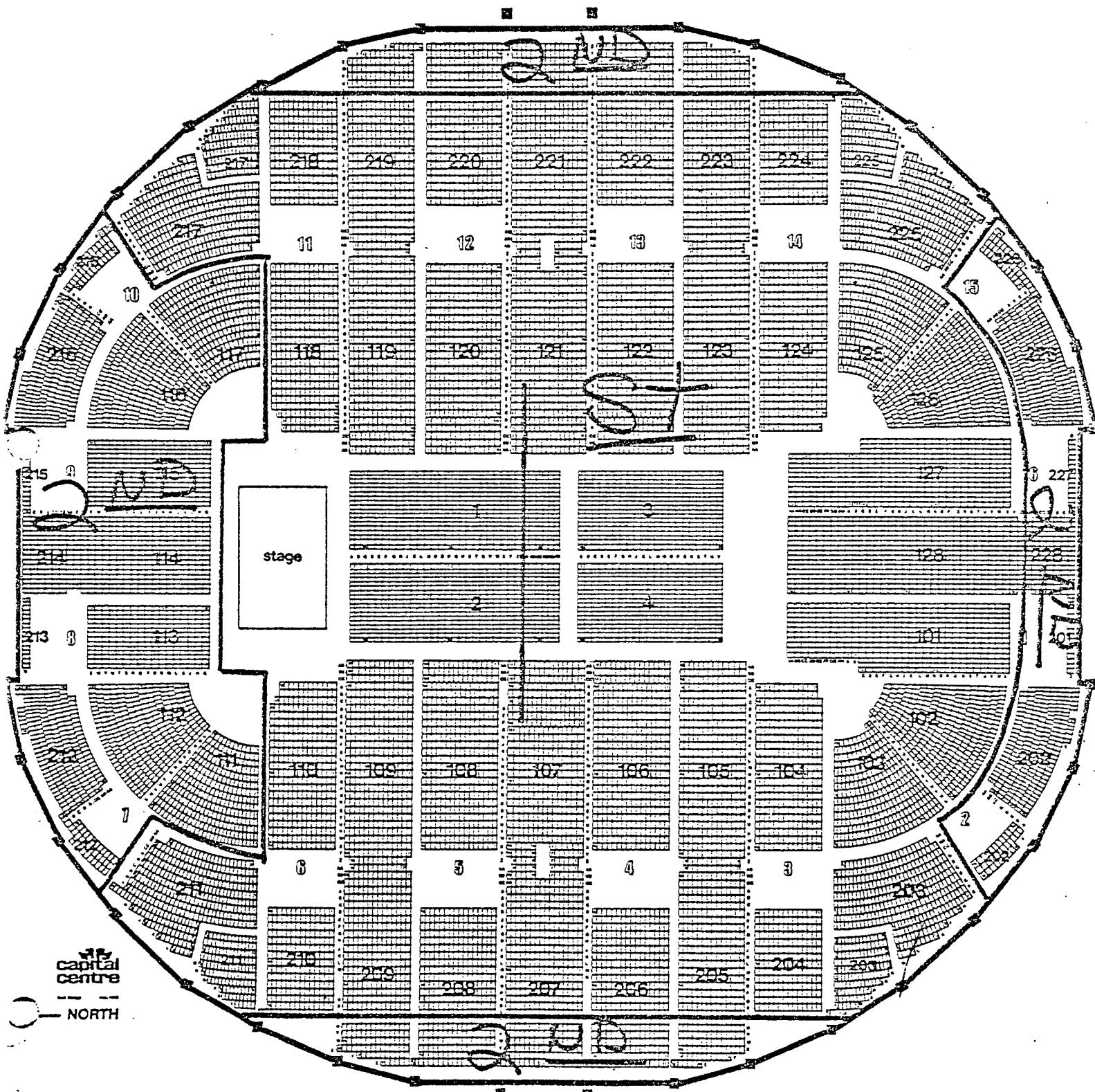
capital centre



CONCERT
CONFIG. #14

**capital
centre**



CONCERTCONFIG. 15capital
centre

FORD'S THEATRE

① Friday ② 8/8/80 ③ 7:30 P.M.
DAY DATE SHOWTIME

NO. TICKETS 2 @ 10.00 FULL PRICE

@ 18.00 CHILDREN
COLLECTED

⑦ LOCATION Rear Bulk E 104-105
section row seat number

⑧ Patron's Name Sylvia

Address _____

City&State _____

⑨ AGENT'S SIGNATURE Phil
(Not valid unless signed)

10
AGENCY EAA

B.O. CODE

VOUCHER MUST BE EXCHANGED FOR TICKETS AT BOX OFFICE

NO REFUNDS NO EXCHANGES

Nº 017215

511 Tenth Street, N.W. Washington, D.C. 20004

⑥ Deduct \$1.00 discount from each ticket before you fill in this amount.

⑪ Be sure to give the voucher number along with the other information.

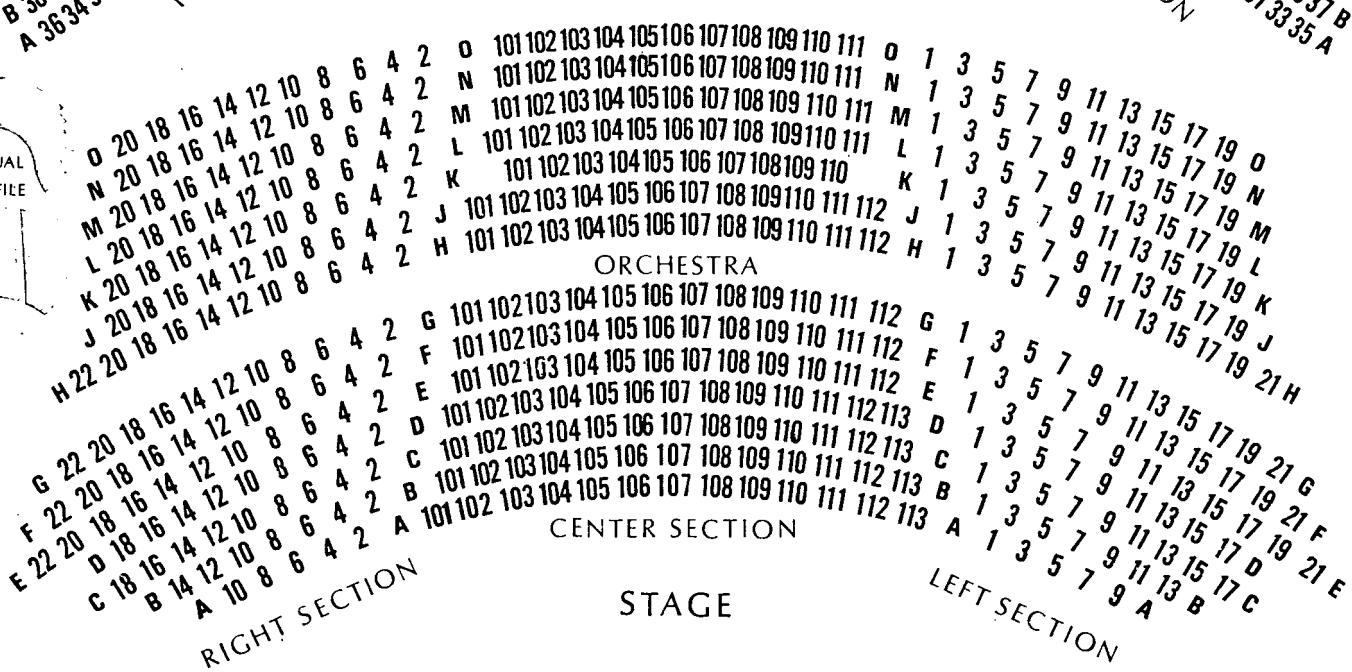
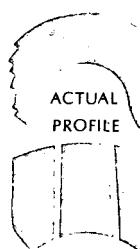
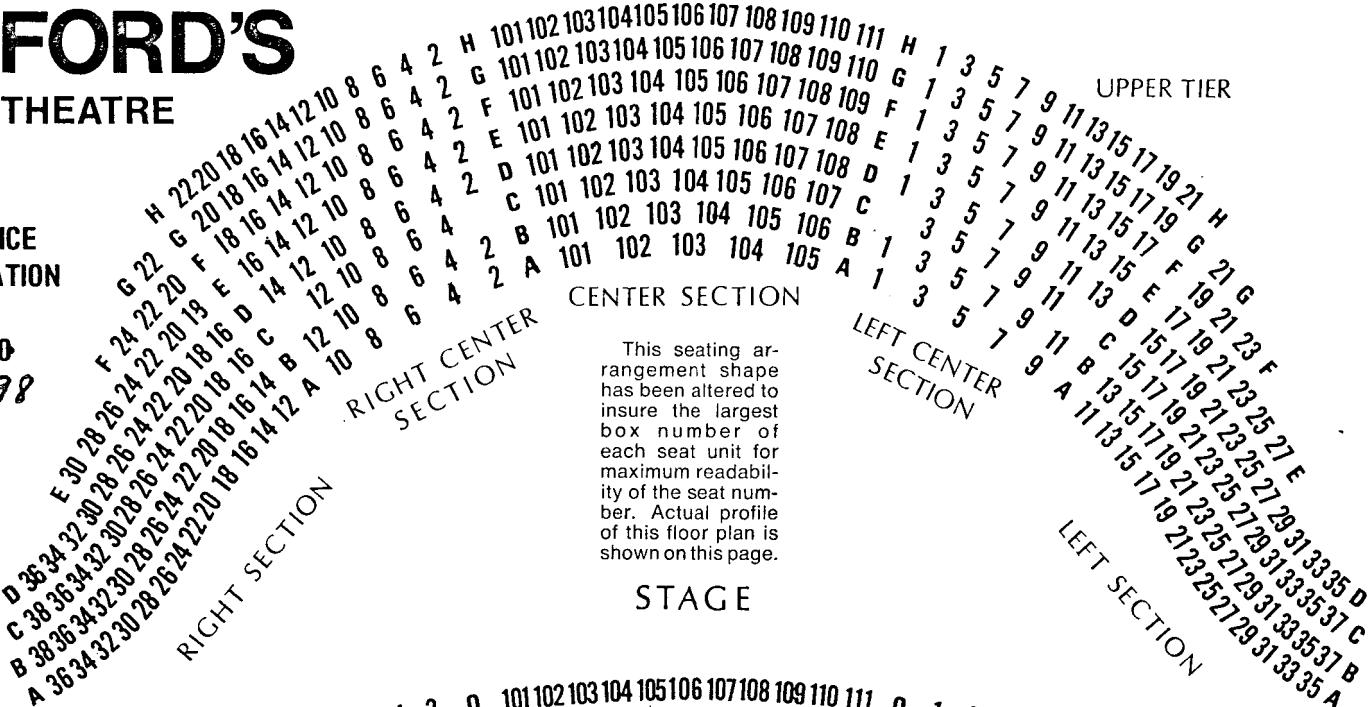
** Put the 15¢ per ticket service charge, and the purchaser's name and extension on the bottom copy.

347-55-98

FORD'S

THEATRE

BOX OFFICE
INFORMATION
PHONE:
347-6260
-5598



JOHN F. KENNEDY CENTER FOR THE PERFORMING ARTS

TICKET AGENCY VOUCHER

A 3350

Performance	① <u>Lena Horne</u>	Price Each	⑥ <u>\$15.00</u>	(2)
Date	② <u>Monday 17 Nov 80</u>	Total	⑦ <u>\$30.00</u>	
Time	③ <u>8:00 P.M.</u>	Patron	⑧ <u>Sylvia</u>	
Theatre	④ <u>Concert Hall</u>	Initials	⑨ <u>AB</u>	
Location	⑤ <u>Orch. Row D Seats 101-102</u>	Sold At	⑩ <u>EAA</u>	

Please present this voucher at the Box Office before curtain time. The Concert Hall Box Office is located in the Hall of Nations. The Opera House and Eisenhower Theater Box Offices are located in the Hall of States.

POSITIVELY NO EXCHANGES OR REFUNDS.

B.O.5

KENNEDY CENTER VOUCHERS

VOUCHERS are purchased at EAA and presented at one of the three Box Offices (Concert Hall, Eisenhower Theater and Opera House, and Terrace Theater) approximately 30 minutes before the performance.

- ① Name of the performance
- ② Day and date of the performance.
- ③ Time of performance, specify if matinee.
- ④ Kennedy Center Vouchers may be for the Concert Hall, Eisenhower Theater, Opera House or Terrace Theater.
- ⑤ Section, row and seat numbers.
- ⑥ Price per ticket, with number of tickets in parenthesis.
- ⑦ Total price, without service charge.
- ⑧ First name of person who will pick up the tickets.
- ⑨ Initials of EAA Representative.
- ⑩ EAA. ** The service charge, and purchasers name and extension are placed on the pink (3rd) copy.

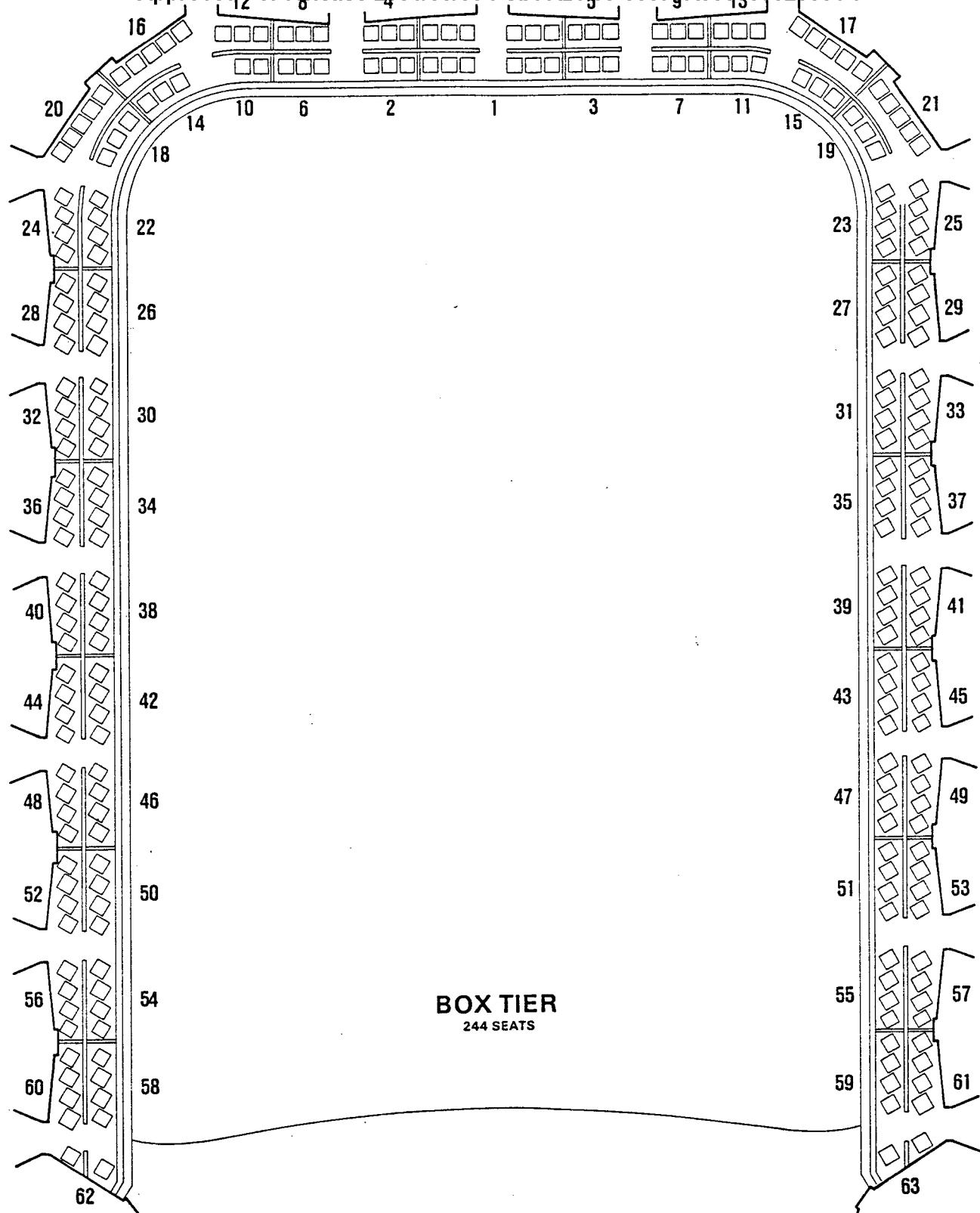
ORCHESTRA

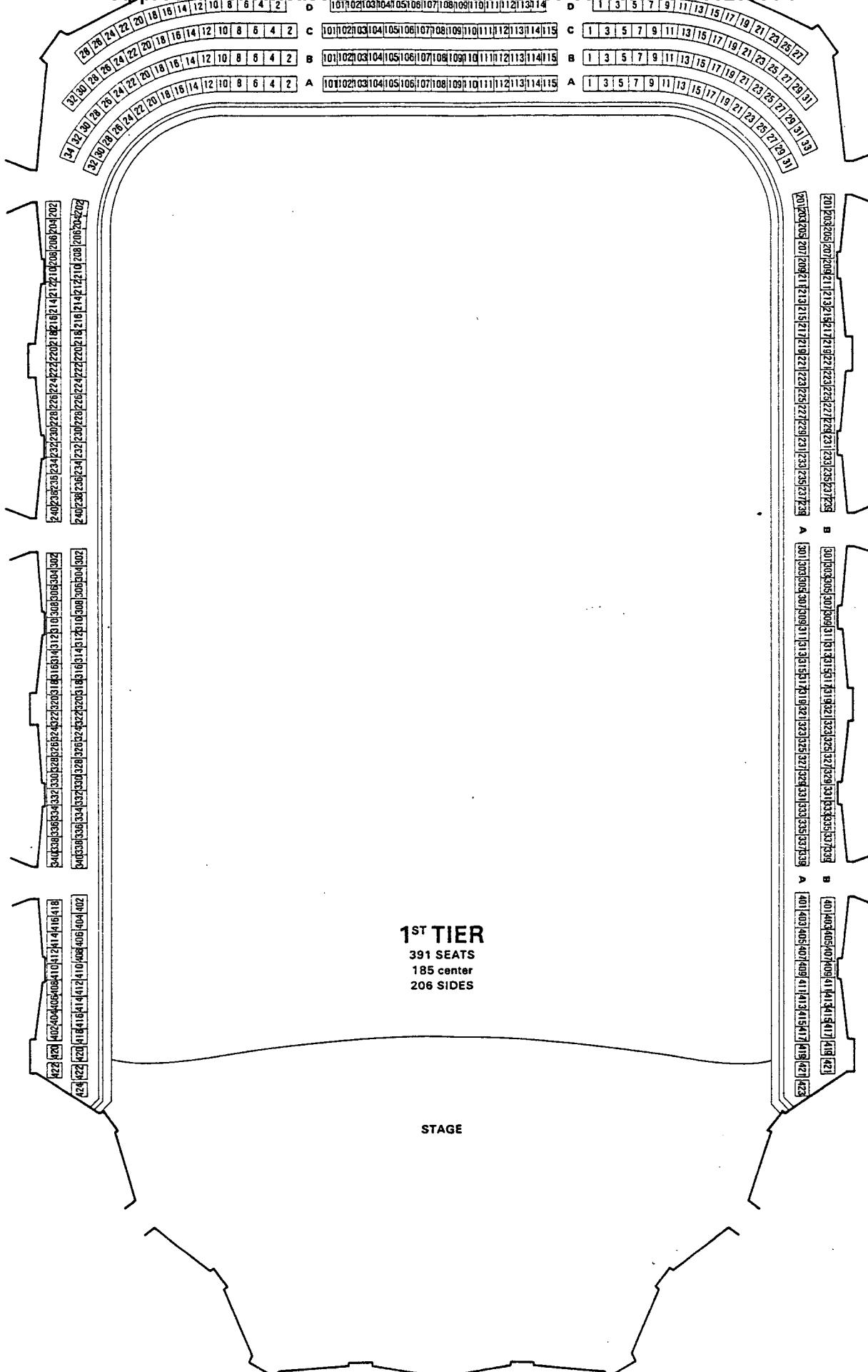
1,638 SEATS

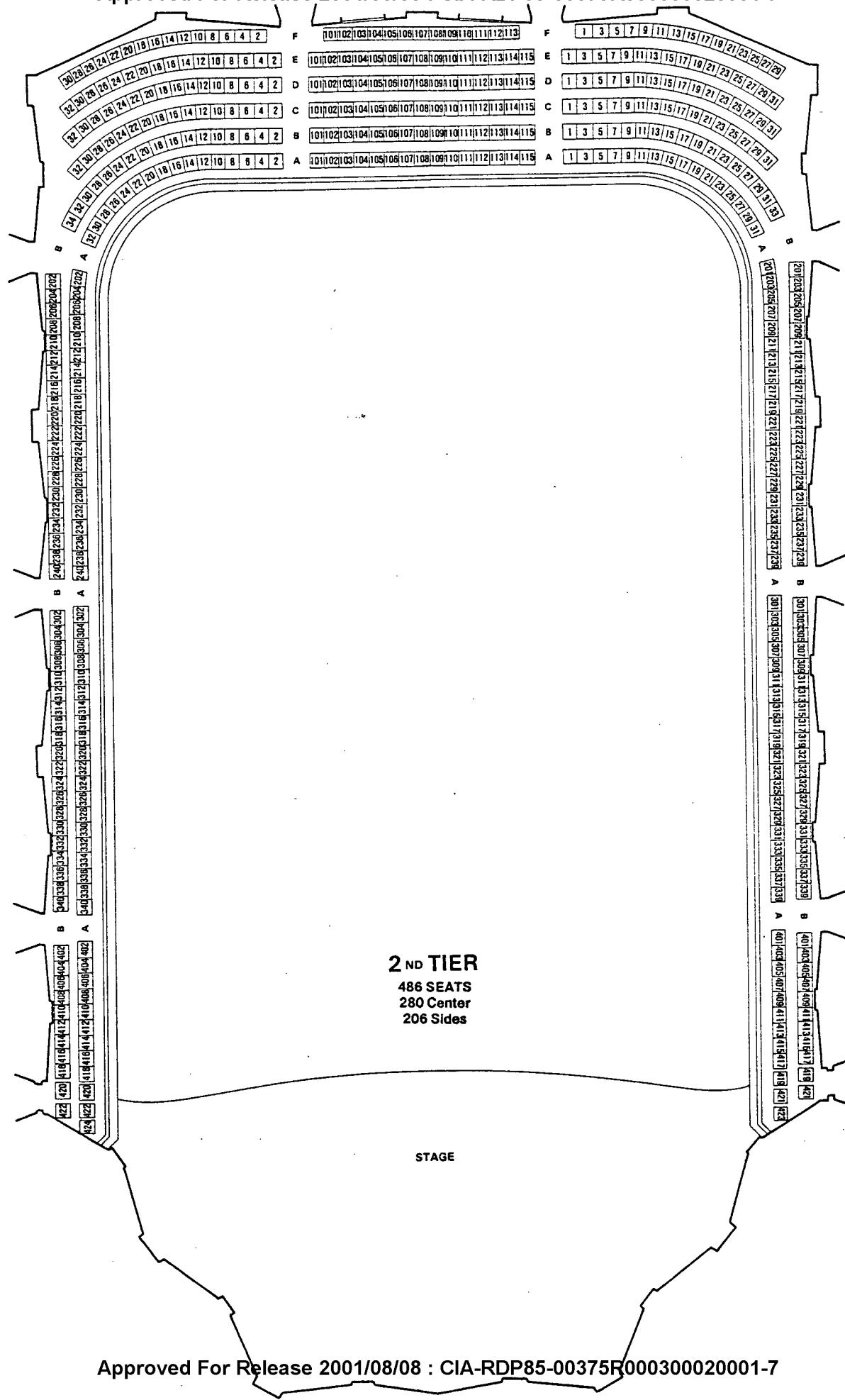
STAGE

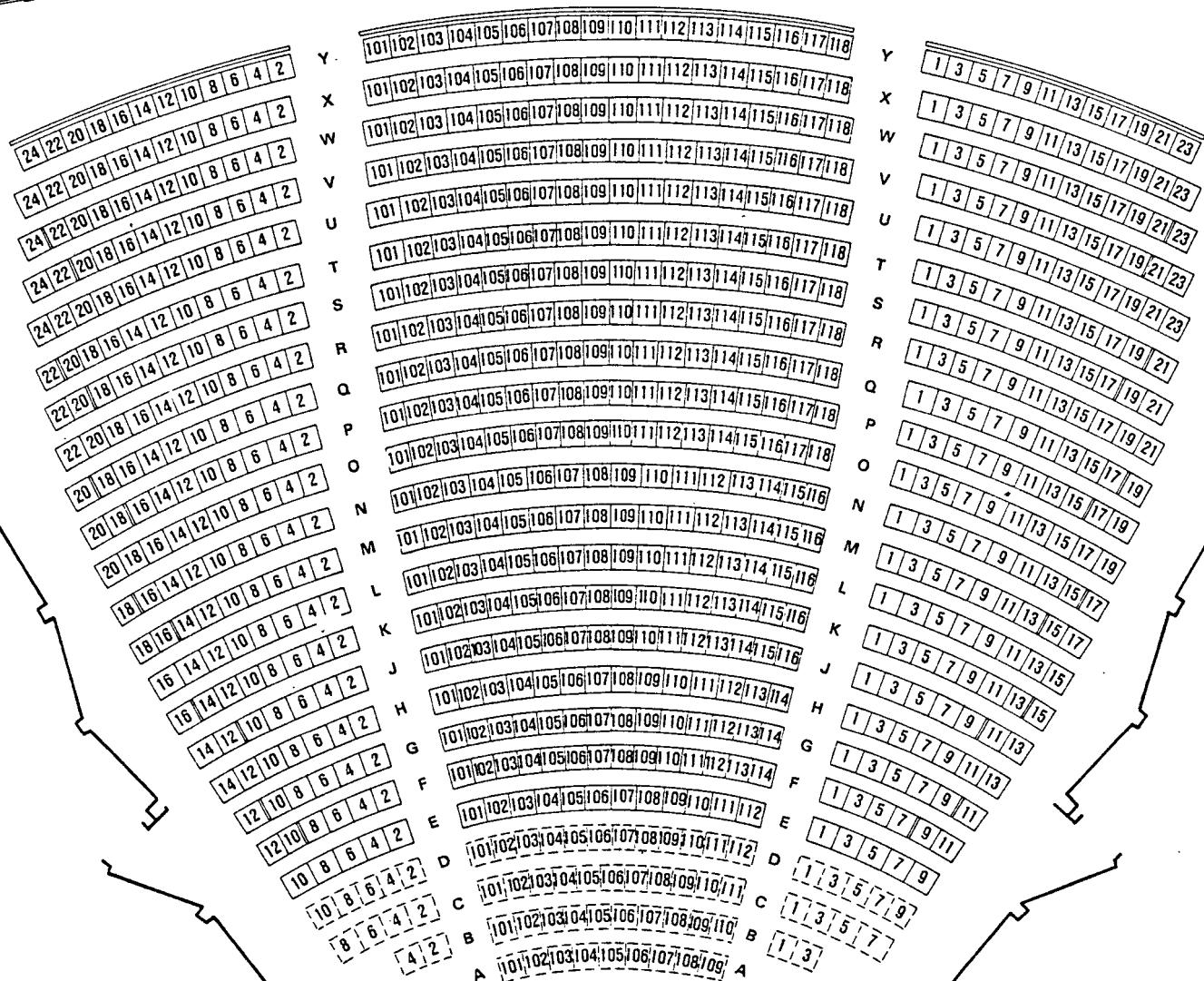
CONCERT HALL

**The John F. Kennedy Center for the Performing Arts
Washington, D. C. 20566**









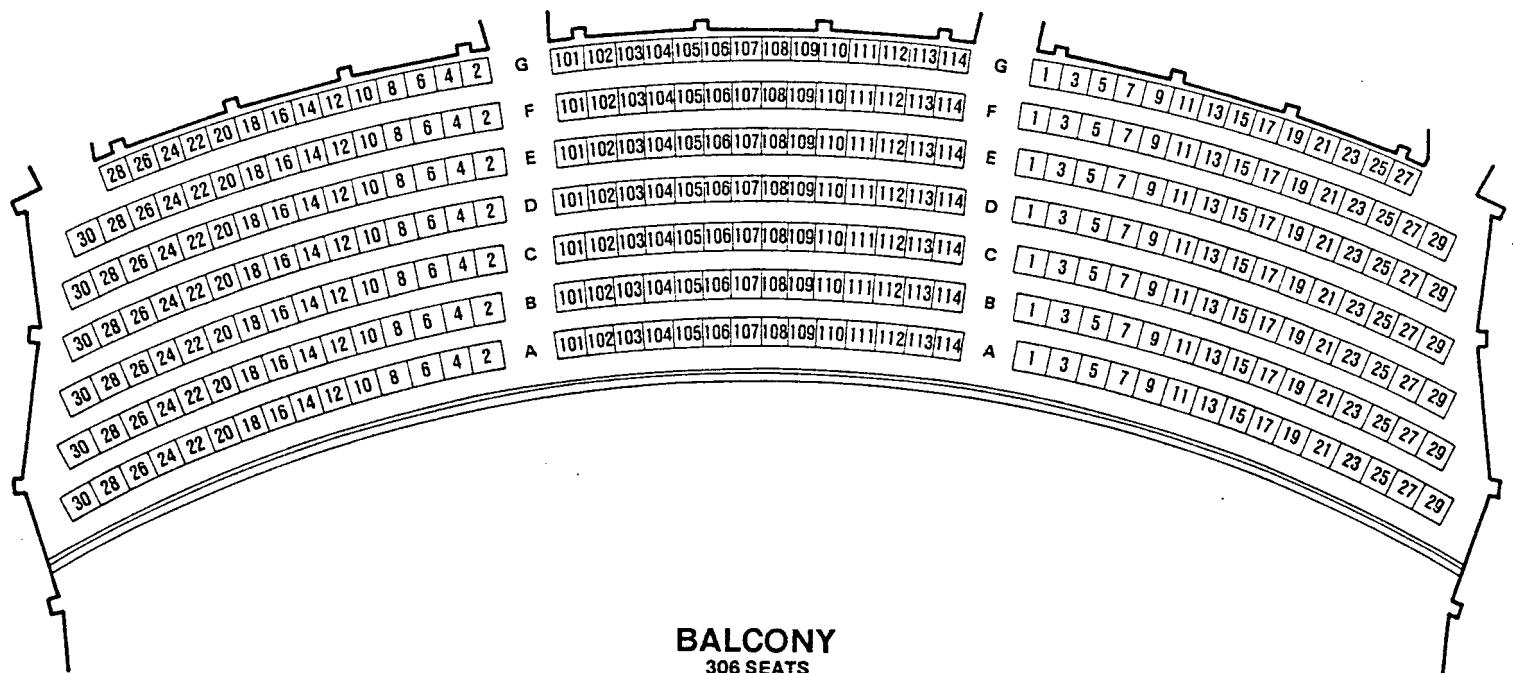
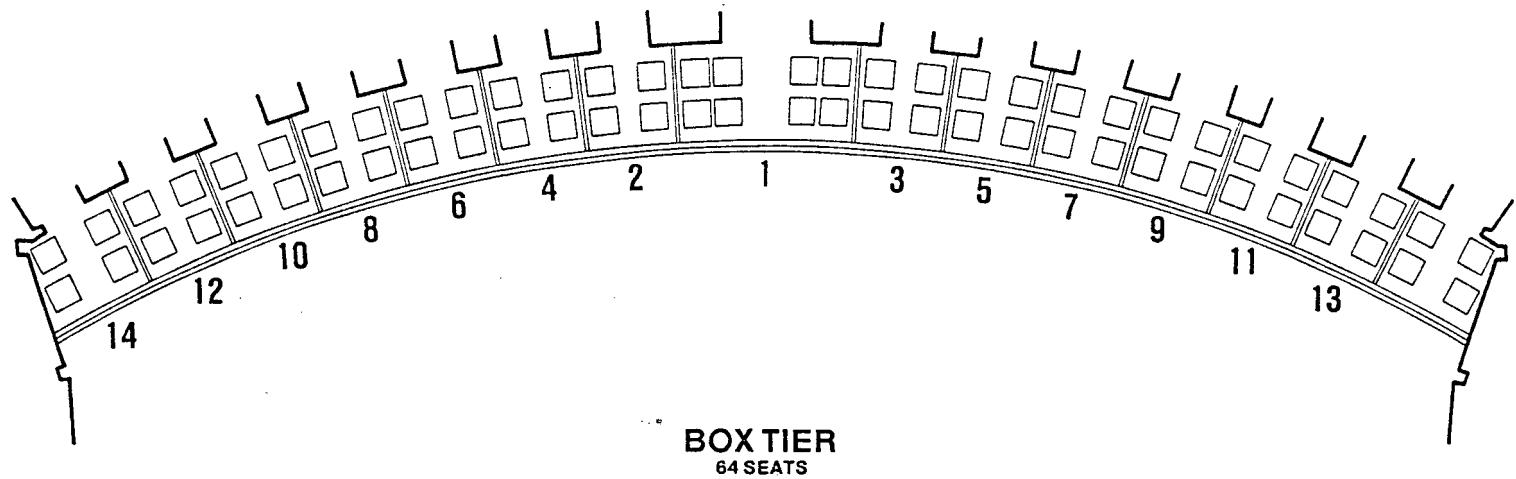
ORCHESTRA

772 SEATS



EISENHOWER THEATER

The John F. Kennedy Center for the Performing Arts
Washington, D. C. 20566

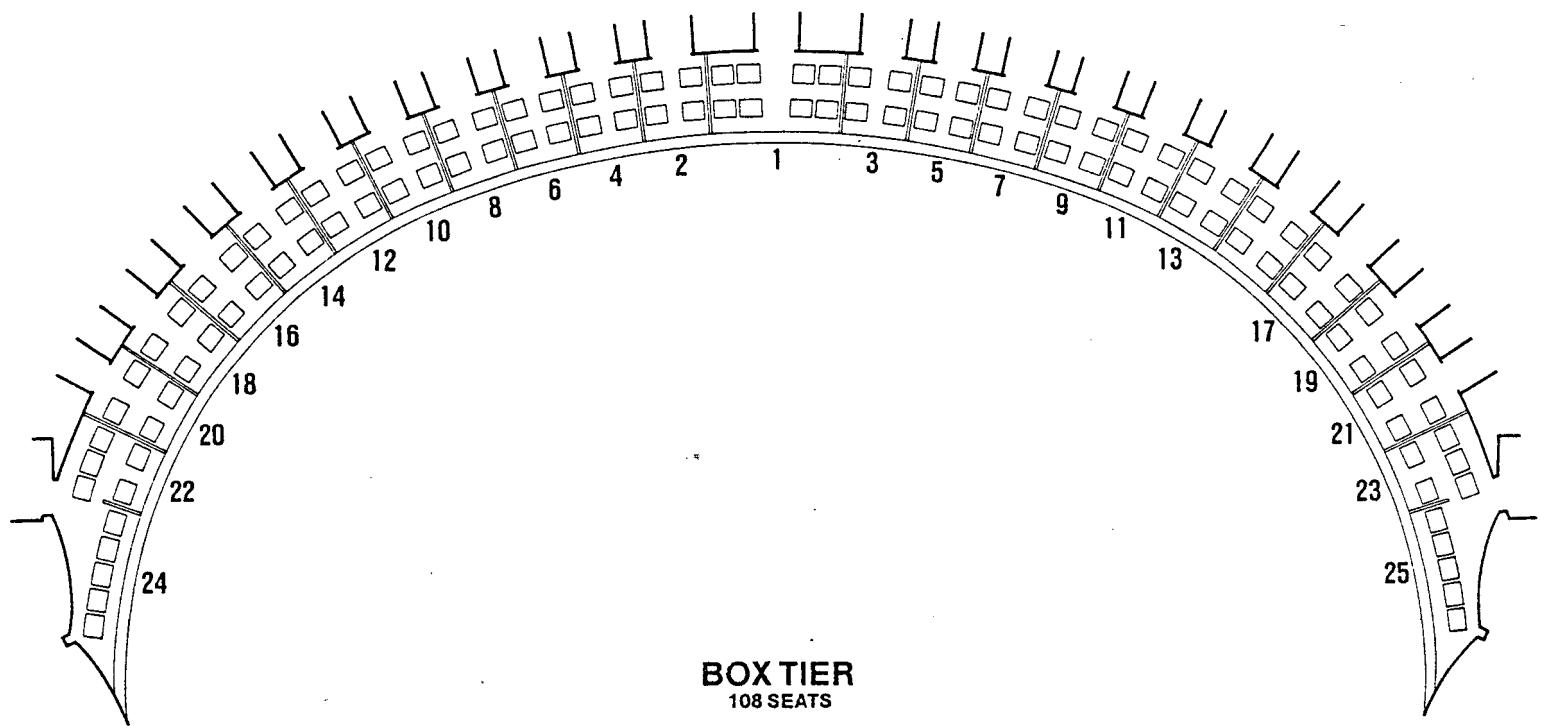


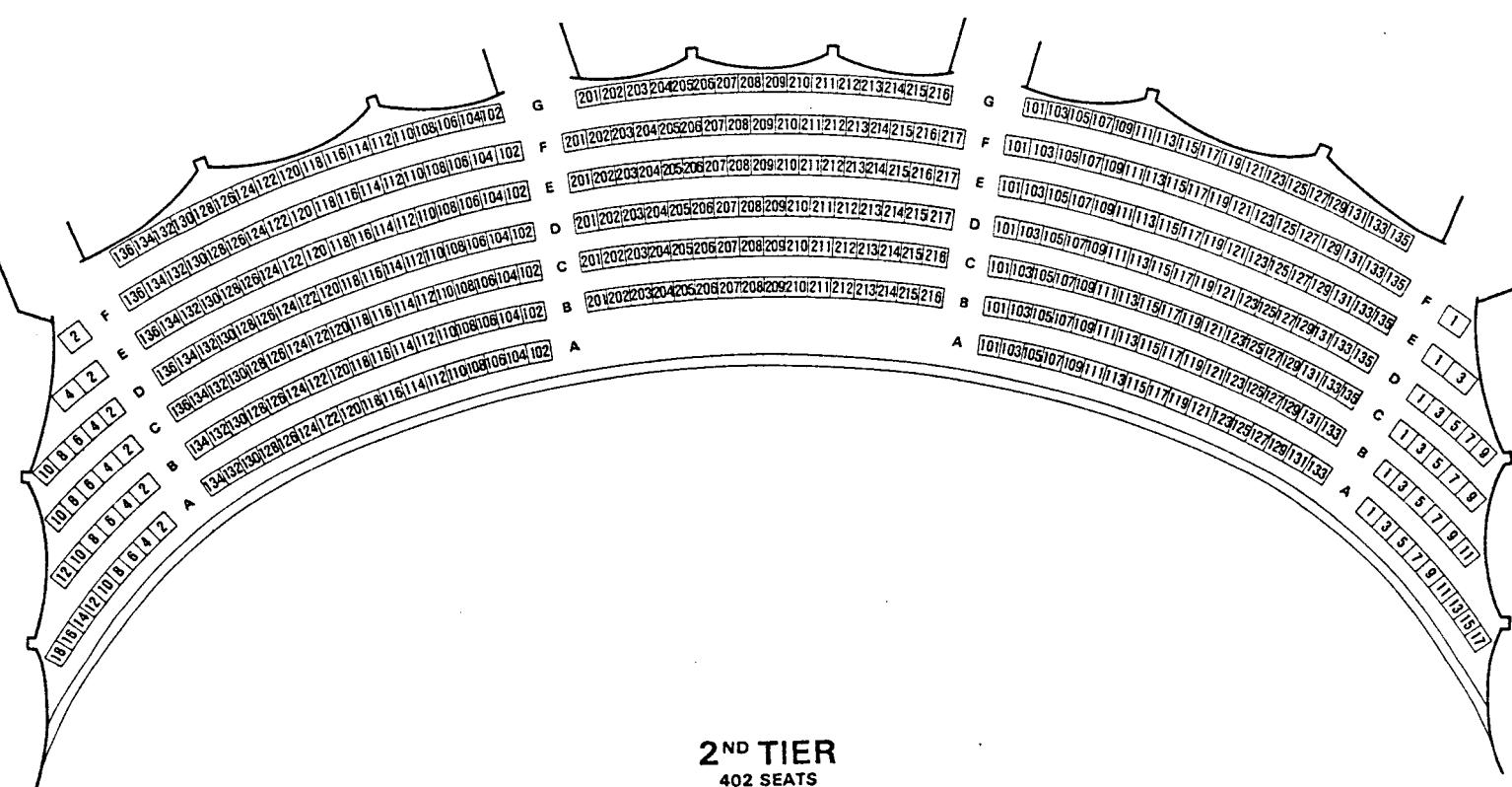
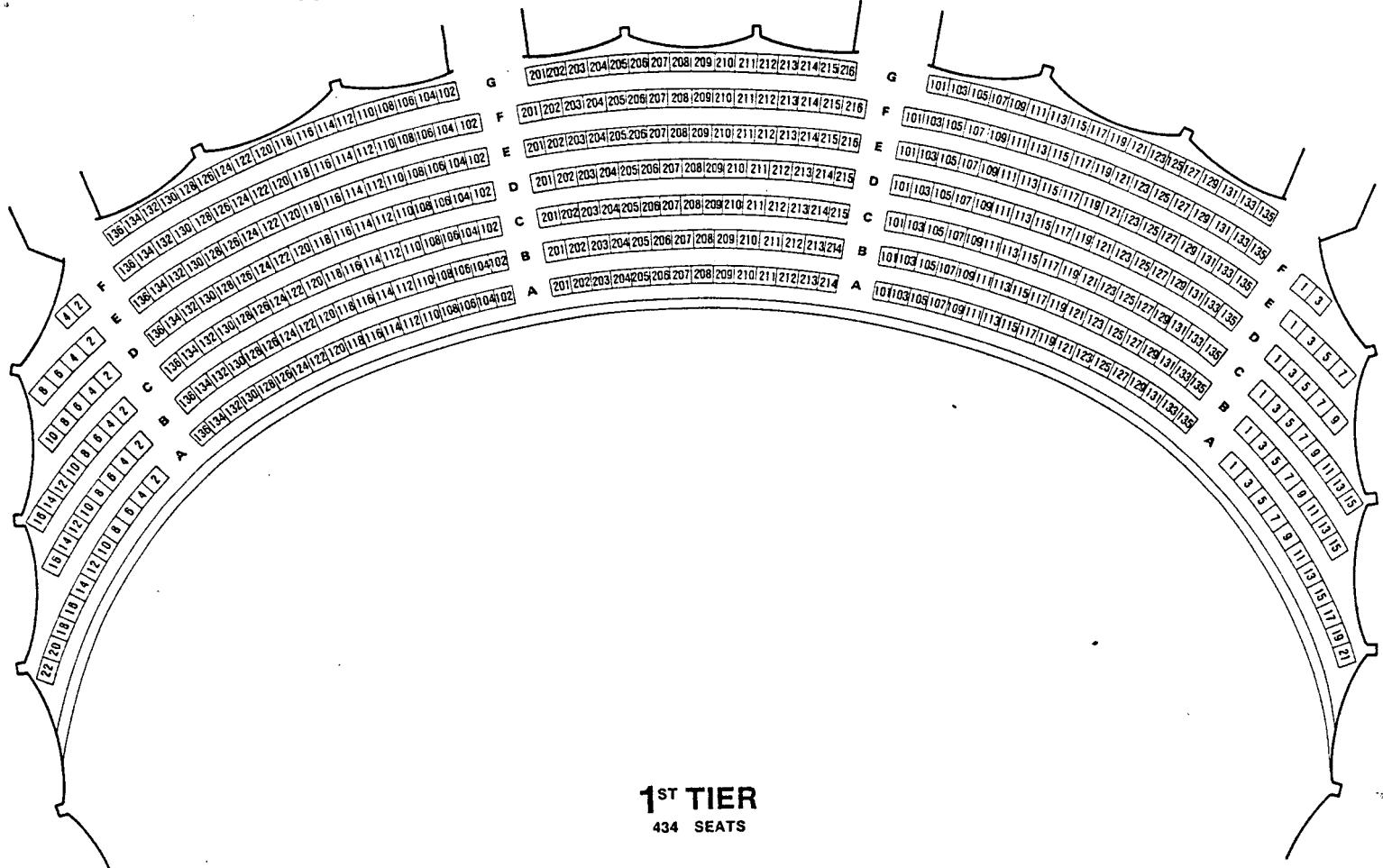
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FF	101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118	FF	1 3 5 7 9 11 13 15 17 19 21 23 25 27 29 31
EE	101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118	EE	1 3 5 7 9 11 13 15 17 19 21 23 25 27 29 31
DD	101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118	DD	1 3 5 7 9 11 13 15 17 19 21 23 25 27 29 31
CC	101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118	CC	1 3 5 7 9 11 13 15 17 19 21 23 25 27 29 31
BB	101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118	BB	1 3 5 7 9 11 13 15 17 19 21 23 25 27 29 31
AA	101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118	AA	1 3 5 7 9 11 13 15 17 19 21 23 25 27 29 31
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Y	101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118	Y	1 3 5 7 9 11 13 15 17 19 21 23 25 27 29 31
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V	101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118	V	1 3 5 7 9 11 13 15 17 19 21 23 25 27 29 31
U	101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118	U	1 3 5 7 9 11 13 15 17 19 21 23 25 27 29 31
T	101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118	T	1 3 5 7 9 11 13 15 17 19 21 23 25 27 29 31
S	101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118	S	1 3 5 7 9 11 13 15 17 19 21 23 25 27 29 31
R	101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118	R	1 3 5 7 9 11 13 15 17 19 21 23 25 27 29 31
Q	101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118	Q	1 3 5 7 9 11 13 15 17 19 21 23 25 27 29 31
P	101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118	P	1 3 5 7 9 11 13 15 17 19 21 23 25 27 29 31
O	101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118	O	1 3 5 7 9 11 13 15 17 19 21 23 25 27 29 31
N	101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118	N	1 3 5 7 9 11 13 15 17 19 21 23 25 27 29 31
M	101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118	M	1 3 5 7 9 11 13 15 17 19 21 23 25 27 29 31
L	101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118	L	1 3 5 7 9 11 13 15 17 19 21 23 25 27 29 31
K	101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118	K	1 3 5 7 9 11 13 15 17 19 21 23 25 27 29 31
J	101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118	J	1 3 5 7 9 11 13 15 17 19 21 23 25 27 29 31
H	101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118	H	1 3 5 7 9 11 13 15 17 19 21 23 25 27 29 31
G	101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118	G	1 3 5 7 9 11 13 15 17 19 21 23 25 27 29 31
F	101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118	F	1 3 5 7 9 11 13 15 17 19 21 23 25 27 29 31
E	101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118	E	1 3 5 7 9 11 13 15 17 19 21 23 25 27 29 31
D	101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118	D	1 3 5 7 9 11 13 15 17 19 21 23 25 27 29 31
C	101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118	C	1 3 5 7 9 11 13 15 17 19 21 23 25 27 29 31
B	101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118	B	1 3 5 7 9 11 13 15 17 19 21 23 25 27 29 31
A	101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118	A	1 3 5 7 9 11 13 15 17 19 21 23 25 27 29 31

STAGE
ORCHESTRA
1,374 SEATS



OPERA HOUSE
The John F. Kennedy Center for the Performing Arts
Washington, D. C. 20566







WOLF TRAP VOUCHER

No 0895

CUSTOMER COPY

Agency ^① E.A.A. Agent's Initials ^② D.W. Date ^③ 7/29/80
 Customer Name ^④ John ^⑤ Phone 351-6610
 PERFORMANCE ^⑥ Chuck Magione DATE ^⑦ 8/12 TIME ^⑧ 8:30 p.m.
 SECTION ^⑨ Fokosch. ROW ^⑩ D SEATS 31 + 32
 NUMBER OF TICKETS ^⑪ 2 @ UNIT PRICE ^⑫ 12.00 = ^⑬ 24.00
 Service Charge (\$.60 PER TICKET) = ^⑭ 1.20
 Total Amount Collected = ^⑯ 25.20

PICK UP THE ACTUAL TICKETS AT THE WOLF TRAP WILL CALL
WINDOWS, ONLY DURING THE NINETY MINUTES PRIOR TO YOUR SHOW.

- ^⑬ Todays date.
- ^⑮ EAA's main number.
- ^⑯ Performance, date, and time.

**Purchaser's name and phone number on last copy.

938-4343

938-4399

CENTER ORCHESTRA

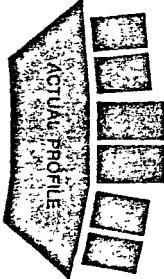
PHONE:
938 3810

124.123.122.121.120.119.118.117.116.115.114.113	112.111.110.109.108.107.106.105.104.103.102.101.100	RR
124.123.122.121.120.119.118.117.116.115.114.113	112.111.110.109.108.107.106.105.104.103.102.101.100	QQ
124.123.122.121.120.119.118.117.116.115.114.113	112.111.110.109.108.107.106.105.104.103.102.101.100	PP
124.123.122.121.120.119.118.117.116.115.114.113	112.111.110.109.108.107.106.105.104.103.102.101.100	OO
124.123.122.121.120.119.118.117.116.115.114.113	112.111.110.109.108.107.106.105.104.103.102.101.100	NN
124.123.122.121.120.119.118.117.116.115.114.113	112.111.110.109.108.107.106.105.104.103.102.101.100	MM
124.123.122.121.120.119.118.117.116.115.114.113	112.111.110.109.108.107.106.105.104.103.102.101.100	LL
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124.123.122.121.120.119.118.117.116.115.114.113	112.111.110.109.108.107.106.105.104.103.102.101.100	JJ
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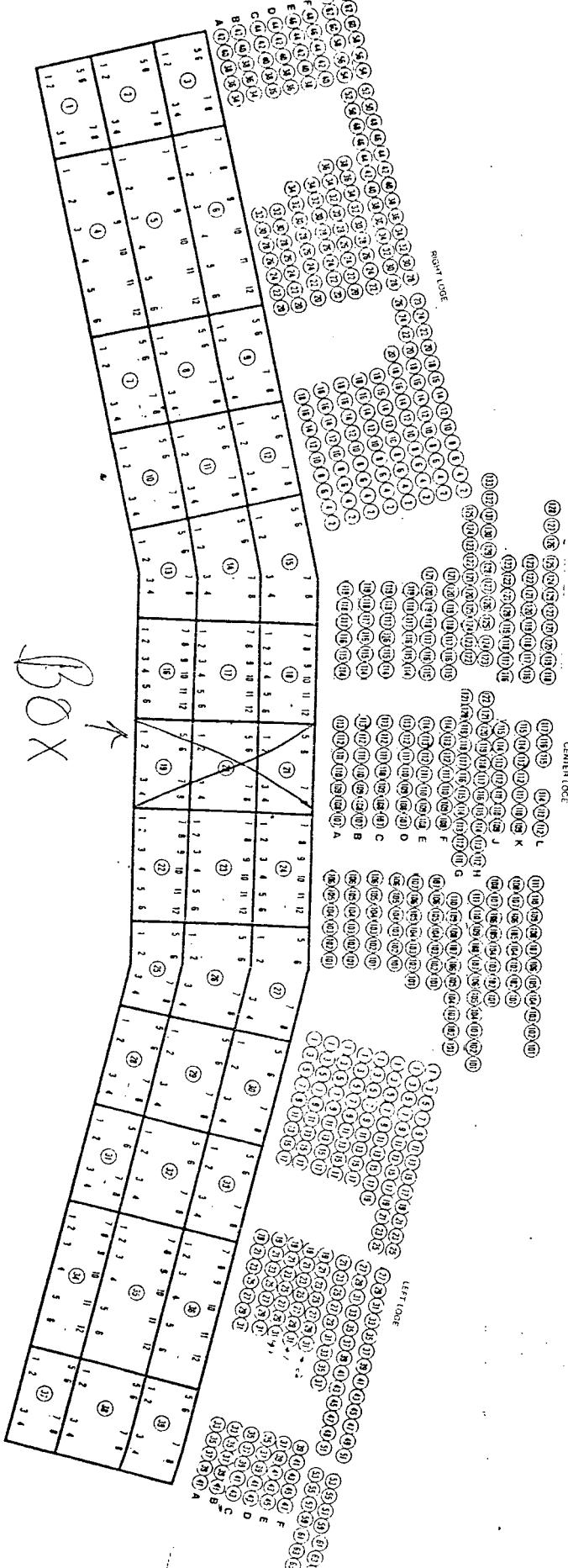
FRONT ORCHESTRA

as scaling or
vertical shape
been altered to
fit the original
number of

WOLF TRAP

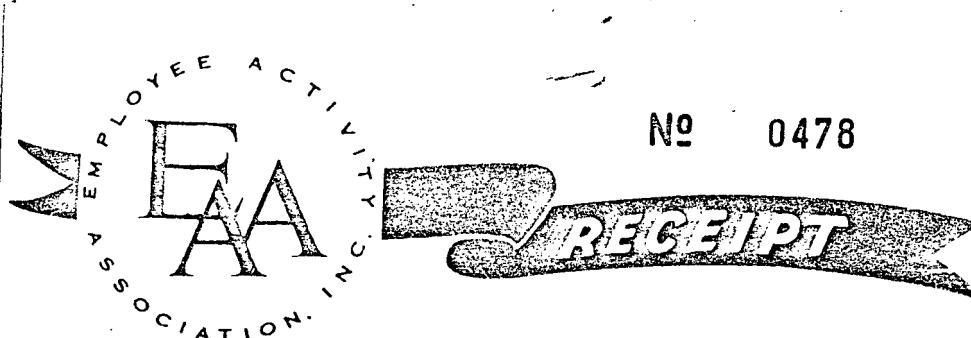


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FILE NUMBER

LOGE & BOXES



No 0478

STATINTL

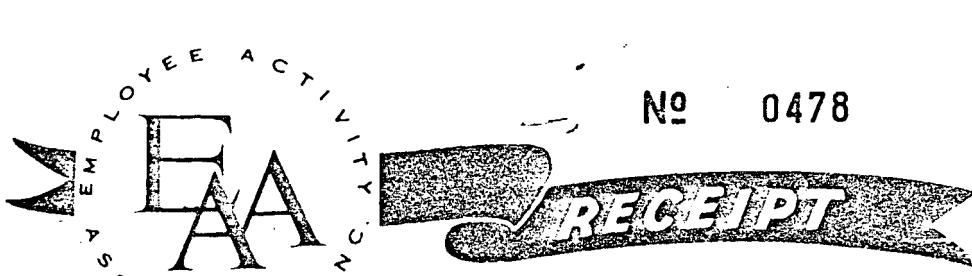
NAME ^① [REDACTED] PHONE ^② 4321EVENT ^③ Busch Gardens DATE ^⑤ AnyEVENT PLACE ^④ Williamsburg, Va. TIME DaySECTION ^⑥ #01361-2-3-4 ROW SEAT(S)

Quantity	Price	Total
^⑦ 4	^⑧ 8.45	^⑨ 33.80
^{7A} 4	.15	.60
Date of Purchase ^⑩ 7/28/80		Grand Total ^⑪ 34.40
By ^⑫ Phil		Cash ^⑬ Check ✓

SORRY, NO REFUNDS OR EXCHANGES ON TICKET SALES

SAMPLE 2 (THEME PARK TICKETS)

^① ^② Same as Sample 1.^③ Busch Gardens or King's Dominion.^④ Williamsburg, Va. or Doswell, Va.^⑤ Any day or any date.^⑥ Ticket serial numbers must be listed.^⑦ Number of tickets.^{7A} Service charge line.⁸ Price each.⁹ Total price of tickets, less service charge.¹⁰ ¹¹ ¹² ¹³ Same as Sample 1.



No 0478

STATINTL

(1) [REDACTED]

NAME [REDACTED]

EVENT ③ Red Hot Mama DATE ② 8/26/80
 EVENT PLACE ⑤ Dinner Theatre TIME ⑥ 6:30 P.M.

SECTION _____ ROW _____ SEAT(S) _____

Quantity	Price	Total
<u>⑦ 2</u>	<u>⑧ 19.00</u>	<u>⑨ 38.00</u>
<u>2</u>	<u>.15</u>	<u>⑩ .30</u>
Date of Purchase <u>⑪ 8/11/80</u>		Grand Total <u>⑫ 38.30</u>

By ⑬ Phil Cash ⑭ Check ✓

SORRY, NO REFUNDS OR EXCHANGES ON TICKET SALES

(15) JD

SAMPLE 3 (DINNER THEATERS)

- (1) Same as sample 1.
- (2) Customer's home phone number and EAA's 351-6610 number.
- (3) Name of the play.
- (4) Date of the performance.
- (5) Name of Dinner Theater.
- (6) 6:30 for cocktails, 7:00 - 8:00 for dinner, and show at 8:30.
- (7) to (14) standard.
- (15) Initials of person at Dinner Theater who made your reservation.

DINNER THEATER INFORMATION

BURN BRAE - Burtonsville, Md. 482-301-384-5800

Tuesday thru Saturday - Dinner 6:15, Show 8:00
Sunday - Dinner 5:15, Show 7:00

CLOSED MONDAY

Tuesday, Wednesday, Thursday	\$15.00
Friday	\$16.38
Saturday	\$18.50
Sunday	\$15.32
Wed. Matinee	\$13.25 Adults, \$10.07 Children
Children's Rate (6 to 12 yrs.)	\$11.13 all except. Sat.

HARLEQUIN - 1330 Gude Drive, Rockville, Md. 340-8515

Tuesday thru Saturday - Dinner 6:00, Show 8:00
Sunday Matinee - Dinner 12:00, Show 1:30
Wednesday Matinee --Dinner 12:00, Show 1:20

CLOSED MONDAY

Tuesday, Wednesday, Thursday	\$15.30
Friday	\$16.26
Saturday	\$18.18
Sunday	\$16.26
Wed./Sunday Matinee	\$14.34
Wed./Sun. Matinee (Children under 12,	\$7.20)

HAYLOFT - 10501 Balls Ford Rd., Manassas, Va. 631-0230

Tuesday thru Saturday - Cocktails 6:30, Dinner 7:00, Show 8
Sunday (same as above)
Sunday Matinee Cocktails 1:00, Dinner 1:45, Show 3

CLOSED MONDAY

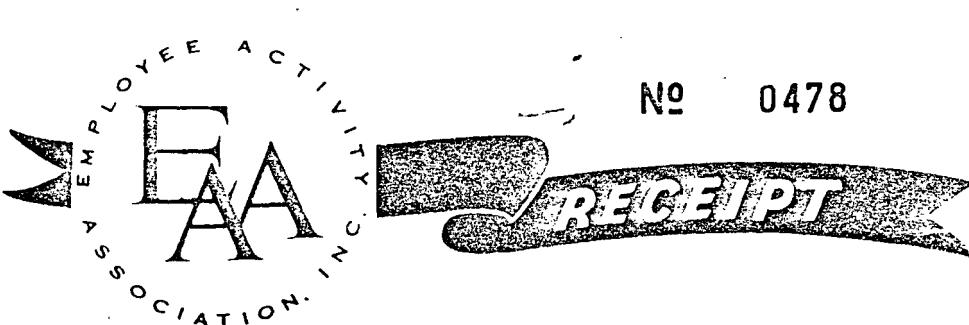
Tuesday, Wednesday, Thursday	\$16.00
Sunday	\$16.00
Friday	\$18.50
Saturday	\$19.50
Sunday Matinee	\$13.00

LAZY SUSAN - Woodbridge, Va. 550-7384

Tuesday thru Saturday - Cocktails/Dinner 6:00, Show 7:30
Sunday Cocktails/Dinner 5:00, Show 7:30

CLOSED MONDAY

Tuesday, Wednesday Thursday	\$14.50
Sunday	\$14.50
Friday	\$16.75
Saturday	\$18.75
Children under 10,	\$10.00 all nights.



No 0478

STATINTL

NAME ① [REDACTED] PHONE ② 7491EVENT ③ Tiddly Winks DATE ④ 8/28/80
EVENT PLACE ⑤ North Cafeteria TIME ⑥ 5:30 P.M.

SECTION _____ ROW _____ SEAT(S) _____

Quantity	Price	Total
<u>⑦ 4 fees</u>	<u>⑧ 1.90</u>	<u>⑨ 7.60</u>

Date of Purchase ⑩ 8/1/80 Grand Total ⑪ 7.60By ⑫ Phil Cash ✓ Check ⑬ _____

SORRY, NO REFUNDS OR EXCHANGES ON TICKET SALES

SAMPLE 1 (EAA ACTIVITY OR EVENT)

① Both names and the extension. Cover people sometimes don't want to give you but one name which is silly for an internal form. Have you ever tried to get a telephone number for John when the number on the form is incorrect?

③ Name of the activity or event.

④ Place of event, if not a standard i.e. cafeteria, motor pool, put room #

⑤ Date the activity or event takes place.

⑥ Starting time.

⑦ Number of fees .

⑧ Price each.

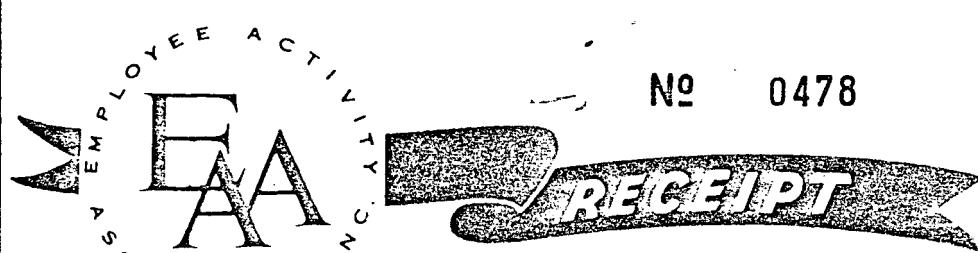
⑨ Total price.

⑩ Date of purchase.

⑪ Total fees.

⑫ EAA Representative..

⑬ Whether cash or check.



No 0478

RECEIPT

STATINTL

① NAME [REDACTED] ② PHONE 5235
 ③ EVENT Camping Equipment ④ 5/8/80
 ⑤ EVENT PLACE Camp Shed ⑥ TIME 0815-0845
 DATE 5/12/80 to

SECTION _____ ROW _____ SEAT(S) _____

Quantity	Price	Total
⑦ 3	⑧ 9x9 tents @ 6.00	⑨ 18.00
3	Battery Lanterns @ 50¢	1.50
Date of Purchase ⑩ 5/2/80		Grand Total ⑪ 19.50

By ⑫ Phil ⑬ Cash ⑭ Check _____

SORRY, NO REFUNDS OR EXCHANGES ON TICKET SALES

SAMPLE 5 (Camping Equipment)

- ④ Space includes both dates, pick-up date & return date.
- ⑤ You can give them the map on how to get to the camp shed.
- ⑥ Emphasise that there will only be someone there between 8:15 and 8:45

** You may use the space between EVENT/PLACE and SECTION if necessary.

EMPLOYEE ACTIVITY ASSOCIATION

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Camping Equipment Rentals
April 24 to October 15, 1980

Your Association has a limited supply of camping equipment which can be used for a week or weekend camping trips. All equipment is rented on a "first come -- first served basis, so if you are planning to go camping, plan ahead.

The following is a list of Camping Equipment available, along with the service charges:

<u>ITEM</u>	WEEKEND CHARGE	WEEK
Tents 9x9	\$ 6.00	\$ 10.00
7x7	4.50	8.00

EQUIPMENT IS GIVEN OUT ON THURSDAYS ONLY AND RETURNED ON MONDAYS BETWEEN 8:15 and 8:45 a.m.

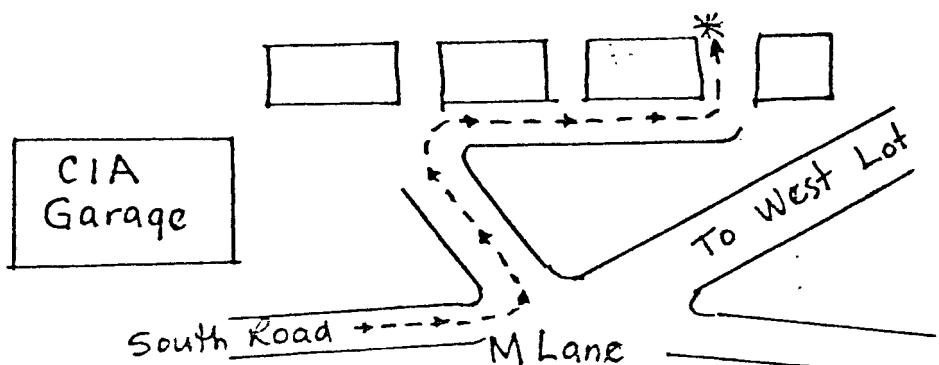
Lantern (propane)	\$.75	\$ 1.50
" (Battery)	.50	1.00
Stove (2 burner propane)	1.00	2.00
Coolers	1.00	2.00
Chairs (folding)	.50	1.00
Back Packs (small, no frame)	.50	1.00

You are responsible for the cost of repairs or replacement of any equipment which is lost, broken, or misused.

A charge of \$1.00 per day will be assessed if equipment is not returned on the proper day.

To cancel a reservation one days notice must be given prior to rental starting day. Notification of less than one day forfeits your Rental Fee.

Directions to
EAA Camp Shed *



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